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16 October 1953

MEMORANDUM TO: Chief, [REDACTED]

25X1A14b

FROM: Chief, Library Services Section, TAB/OTR

25X1A9a

SUBJECT: Training of [REDACTED]

25X1A9a

1. [REDACTED] received training in library procedures during the period 5-6 October.

2. Instruction was given in the following subjects:

- a. Circulation methods
- b. Organization and maintenance of book and classified document collections
- c. Vertical files
- d. Principles of book selection
- e. Trade publications
- f. Order procedures
- g. Compiling and requesting bibliographies
- h. Use of Guide to Current Articles Pertinent to the Training Program
- i. Functions of the Main Library
- j. Security measures peculiar to a classified library

25X1A6a

3. The channels of procurement for [REDACTED] through [REDACTED] of the MTB headquarters office were explained in detail. 25X1A9a

4. There was no opportunity to evaluate [REDACTED] performance in the tasks. 25X1A9a

5. Time was provided for instruction in map procurement by the Map Training Officer and in reproduction facilities by the Chief, Editorial and Reproduction Branch.

[REDACTED] 25X1A9a

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 3 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S ~~SECRET~~ JUST. 22  
NEXT REV DATE 89 REV DATE 11/29/79 REVIEWER 2293 TYPE DOC. 02  
NO. 725 / CREATION DATE [REDACTED] ORG COMP 11 OPL/1 ORG CLASS S  
REV CLASS C REV COORD. [REDACTED] AUTH: HR 70-3

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